



## LINCOLN POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1230  
**TOPIC:** LIMITED DUTY  
**ISSUED BY:** JAMES PESCHONG, CHIEF OF POLICE  
**DATE:** 1-1-2016  
**SUPERSEDES:** G.O. 1230, 2004  
**REFERENCE:**

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### I. POLICY

The Lincoln Police Department will endeavor to make short-term limited duty assignments for employees who are unable to perform the responsibilities of their regularly assigned positions due to temporary disability. Limited duty assignments are made solely at the discretion of the chief of police subject to the availability of suitable positions and based primarily upon department need. The length of limited duty assignment will be based on personnel policy bulletins and union contracts.

### II. PROCEDURE

#### A. Request for Limited Duty Assignment

1. Duty Related Disability
  - a. Any employee who becomes temporarily disabled due to an on-the-job injury or illness may be eligible to perform a temporary modified work assignment.
  - b. The City risk manager may assist with the placement in a limited duty assignment.
  - c. The department may require the employee to be examined by a City physician at City expense to determine if the employee is able to perform limited duty assignments.
2. Non-Duty Related Disability
  - a. Any employee who is temporarily disabled due to a non-duty related injury or illness may submit a request in writing to the chief of police to be placed in a temporary modified work assignment.
  - b. The disabled employee making the request must then provide the name and address of their treating physician, must sign an Authorization for Medical Reports and Records form, and will incur all expenses involved in obtaining the required medical documentation, including the costs of the medical examination and the costs of furnishing such medical or other supporting

evidence regarding any injury or conditions.

- c. The department will then provide the employee's treating physician with a copy of the proposed limited duty job description, and request the treating physician to confirm the employee's ability to perform these duties.
3. The employee's commanding officer or unit manager is responsible for maintaining liaison with the employee and the City risk manager in order to identify potential work assignments and to seek medical authorization to perform the work tasks comprising the assignment.
4. If the chief of police determines that the department cannot accommodate the employee's temporary medical restriction in a short-term and productive employment position, and the employee remains temporarily disabled from employment, the employee will be required to utilize leave in a paid status or request a leave of absence without pay. Such time in a paid status shall consist of sick leave, vacation, or other accumulated leave.
5. Should an employee's temporary disability become permanent in nature, the City shall comply with the requirements and guidelines of the Americans With Disabilities Act with regard to reasonable accommodation.

#### B. Assignment to Limited Duty

1. If a suitable assignment is identified and approval from the physician is received, the employee's commanding officer or unit manager will provide the information needed so a Personnel Order reflecting the employee's limited duty status is prepared.
2. Employees assigned temporary limited duty shall not exercise seniority rights for shift assignment or days off. Shift and days off shall be assigned consistent with the needs of the department.

3. Employees will be compensated with their normal pay. Subject to contract provisions, additional monetary allowance, including clothing allowance, will not be authorized for employees assigned to a limited duty assignment.
4. No officer assigned to limited duty may work any off-duty job without the prior written approval of the chief of police.
5. When the conditions of this General Order are met and the employee refuses to perform limited duty, the employee may be ordered to perform the limited duty assignment. The continued refusal of an employee to perform limited duty, after an order to do so will be grounds to remove the employee from pay status and initiate appropriate disciplinary action.

#### C. Return to Full Duty

1. When the employee receives physician approval to return to full duty, the employee will provide the doctor's note to the commanding officer or unit manager.
2. The commanding officer or unit manager, will then provide all necessary information to complete a Personnel Order returning the employee to regular duty status.
3. Commissioned employees will be returned to a job assignment based upon labor agreement provisions.
4. Civilian employees will return to a job assignment based upon Department need, although a reasonable effort will be made to return the employee to the same assignment held prior to the limited duty or injury leave.